



# DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361-0001

IN REPLY REFER TO

NAVAIRINST 10460.1G  
AIR-712

2 Jul 90

## NAVAIR INSTRUCTION 10460.1G

From: Commander, Naval Air Systems Command

Subj: USE OF GENERAL SERVICES ADMINISTRATION CUSTOMER  
SUPPLY CENTER CATALOG

Ref: (a) NDWINST 10460.5 (NOTAL)

1. Purpose. To establish responsibilities, procedures, and provide information for obtaining office supplies from the General Services Administration (GSA) Customer Supply Center (CSC) catalog within the Naval Air Systems Command Headquarters (NAVAIRHQ).

2. Cancellation. This instruction supersedes NAVAIR Instruction 10460.1F of 13 October 1983. Form NAVAIR 10460/7, NAVAIRHQ Supply Store Requisition is canceled. Standard Form 3146, GSA Self-Service Store Shopping List/Sales Slip is canceled for NAVAIRHQ use. Since this is a major revision, changes are not indicated.

### 3. Information

a. GSA established the CSC catalog order system when the GSA self-service stores closed. The CSC catalog provides customers a convenient means of ordering high demand items without having to leave the office. CSC provides immediate confirmation of item availability, and ships the items ordered directly to the offices placing the orders. The Property Management and Support Section (AIR-71222) assigns access codes for the ordering of supplies by telephone.

b. Customers make CSC catalog purchases by telephone. Access code, organizational code, and the command accounting symbol "19" are used to identify and record charges against the proper command and internal code.

c. A list of all NAVAIRHQ purchases, with identifying access codes and organizational codes, is furnished by GSA to AIR-71222 with the summary monthly billing.



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d. The purchase of items from CSC for unofficial use is prohibited by law, and no cash purchases may be made.

e. Other office supplies are obtained per paragraph 6 of this instruction.

#### 4. Responsibilities

a. Group administrative officers are responsible for establishing management control procedures as listed below:

(1) A representative is designated to carry out the responsibilities given in paragraph 4b of this instruction.

(2) Personnel knowledgeable of the access code are to be kept at an absolute minimum.

(3) Personnel authorized to place orders are designated in writing. These authorizations are to be kept on file for management control and audit purposes.

(4) Personnel receiving and signing for supply shipments from CSC are not the same personnel authorized to place orders.

b. Group and office representatives are responsible for establishing accounting procedures (see paragraph 5 of this instruction) and for following the established internal control procedures for the following areas:

(1) Number of access codes required by each group is determined, with concurrence of group head.

(2) Purchases are limited to necessary and authorized items.

(3) All purchases will be approved by a designated approving authority prior to ordering.

(4) All tickets (original) or receipts, that are received with the supply orders, are retained for submission to AIR-71222, room 280, JP-2, by the 1st of each month.

5. Accounting Procedures. GSA includes a ticket or receipt with each order. Copies of these tickets must be retained by the ordering office, and originals submitted per paragraph 4b(4).

These tickets are the only means available for reconciling GSA accounts. Failure to submit the tickets will result in the withdrawal of access codes.

6. Other Procurement

a. Special order items, that are not available in the CSC catalog, should be requested by using form NAVAIR 10460/13, Office Supplies, Equipment and Supply System Request, for purchase to AIR-71222.

b. Letterhead stationery, letter-sized envelopes, mailing labels preprinted with the NAVAIRHQ address, and forms (other than standard and optional forms) are stocked in the Forms and Directives Stock/Master Files (AIR-71233B), room 230, JP-2.

c. Rubber stamps may be ordered by memorandum to AIR-71222.

7. Stocks

a. Since supplies are readily available from the CSC catalog, internal office stocks should be kept at a minimum to avoid storage problems and waste of those items that deteriorate with age.

b. Unused or defective merchandise may be returned to CSC by

(1) calling CSC, telephone number 557,1186, to obtain approval to return merchandise;

(2) filling out form GSA 3580, Customer Supply Center Discrepancy Report, upon approval and submitting a copy of this completed form to AIR-71222 along with ordering slip;

(3) preparing two mailing labels, attaching one to the outside of the box and the other label enclosed inside the box;

(4) packing the items for return in a box and sealing the box; and

(5) taking the box to the NAVAIRHQ mailroom for return to GSA CSC.

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8. Forms. GSA 3580, Customer Supply Center Discrepancy Report, is available from AIR-71222, room 280, JP-2. NAVAIR 10460/13, Office Supplies, Equipment and Supply System Request is stocked in the NAVAIRHQ Forms Stock Room.



L. F. MILAN

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